



Fire Program Analysis – Preparedness Module FPU & GA Charter Development Guidance

Date: September 21, 2005

Topic: FPA Charter Development Guidance.

Issue: Provide Geographic Area and Fire Planning Unit Charter development guidance.

Background: Charters have been developed between partners in a Fire Planning Unit (FPU) and at some Geographic Areas (GA), to facilitate working relationships in the development and implementation of the FPA process. The original prototypes and priority FPUs developed charters that may not fully describe how budgets and positions identified in FPA analysis runs will be allocated within the FPU, as well as how conflicts will be resolved at the FPU and GA levels. In addition developed charters may not identify how the Certification and Approval process are achieved at the FPU and GA levels.

Discussion: FPA is an evolving process, presently, one module has been developed. The guidance provided in this paper is intended to provide a base for FPUs and GAs to build on. Developed charters need to be revisited to confirm that they have identified the mechanisms to incorporate the results of analysis runs at the level the charter was developed.

Key Points:

- The authority at the FPU level is derived directly from the line officers that have signed the FPU Charter.
- The authority at the GA level is derived from the “Inter-Agency Agreement for Fire Management” (BLM Agreement No. 1422RAI03-0001, FS Agreement No. 02-IA-11132543-21, FWS Agreement No. 93252-3-H-001, BIA Agreement No. AG-2002-K097, NPS Agreement No. F0001-03-0011).

Charter Development:

A charter developed for FPA will include enough specificity to provide participants at the FPU and GA levels the guidance through the planning and budget submission process. Charters should mirror the detail that is provided in most Annual Operating Plans. The level of detail in a charter should include, but not limited to-

- 1) The process on how Technical Certification will be accomplished, what Line Officers will approve the Planning Data Set for budget submission and who signs the memorandum confirming approval.
- 2) The processes for conflict resolution should line officers disagree with the analysis and resource allocation. Resolution should first be attempted at the FPU level. If resolution fails at the FPU level, the dispute will be elevated to the Geographical Area executive board and resolved according to the GA’s charter.

Business Rules:

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For more information, see the FPA web site <http://fpa.nifc.gov>

1. FPU Level
 - a. FPU Charters should specifically identify the process for budget and resource allocation that are produced from the analysis run.
 - b. Review FPU Charter to ensure the mechanism for Conflict Resolution is in place and approved.
2. Geographic Area (GA)
 - a. Review or develop a GA Charter tiering to the Inter-Agency Agreement for Fire Management. The GA Charter will also identify members of an “Executive Board”, who will have direct or delegated authority for each agency participating in the GA. The Charter will specifically identify how Certification and Approval of analysis runs will be accomplished in the GA. Approval of the analysis run and resource allocation will be formally documented in a signed memorandum.
 - b. Disputes: The GA Executive Board will, when needed, mediate conflicts in their associated FPUs that cannot be resolved at the local level.